

**SPECIFICATION FOR LEGIONELLA RISK ASSESSMENTS**

**Contract Scope**

The scope of the contract is to carry-out Legionella Risk Assessments on behalf of Community Housing:

Site visits to be undertaken by trained water hygiene surveyors and a suitable and sufficient risk assessment to be produced. Monthly contract review meetings between Community Housing and the successful Contractor take place. Any issues may require a site visit with Community Housing and the Contractor.

**Programme of Works:**

**Year 1 - 2023/24**

May 4, June 4, July 4, August 4

**Year 2 - 2024/25**

May 4, June 4, July 4, August 4

**Delivery and Geographical Areas:**

Supported and General Needs Blocks across the Wye Forest Area (Kidderminster, Stourport-on-Seven and Bewdley).

**CONTRACT DURATION 2+2 Years**

**ESTIMATED VALUE IS IN THE RANGE OF £50,000**

**Overview of Community Housing Portfolio**

The portfolio of sites consists of properties offering community housing initiatives across the Wyre Forest District, consisting of 31 properties in total (see below table)

This brief sets out the services to be provided by the Service Provider and describes the fundamental purpose of the project.

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| Adams House, Woodfield Street, Kidderminster, DY11 6YA | Foley Grove, Kidderminster, DY11 7PT | Ruth Chamberlain Court, Paternoster Row, Kidderminster, DY11 6RU | Wribbenhall Community Centre, BEWDLEY, DY12 1EX |
| Arch Hill Court, Orchard Street, Kidderminster, DY10 2JA | Fred Bennett Community Centre, KIDDERMINSTER, DY10 1PX | 94 Shakespeare Drive, Offmore,, Kidderminster, DY10 3QY  |  |
| Broomy Close, Lickhill, Stourport-On-Severn, DY13 8RX | Gamson Close, Hoobrook, Kidderminster, DY101LD,  | 154 Sion Avenue, broadwaters, Kidderminster, DY10 2YL |  |
| Berrington Court 1, Felix Baxter Drive, Kidderminster, DY11 7FH | Hampton Mews, Felix Baxter Drive, Kidderminster, DY11 7FG  | Sion Gardens, New Street, Stourport-On-Severn, DY13 8BH  |  |
| Berrington Court 2, Felix Baxter Drive, Kidderminster, DY11 7FH | Hornbeam House, Hales Park, Bewdley, DY12 2JR | The Woodlands, Rifle Range, Kidderminster, DY11 7NN |  |
| 13 Truro Drive, Habberley,, Kidderminster, DY11 6DN | Lister Road Community Centre, KIDDERMINSTER, DY11 6NN | Walshes Community Centre |  |
| Carter Court, Sutton Farm, Kidderminster, DY11 6PT | Neville Court, Neville Avenue, Foley Park, Kidderminster, DY11 7AL | William Bullock Close, New Street, Stourport-On-Severn, DY13 8UG |  |
| Coniston House, Hurcott Road, Hurcott, Kidderminster, DY10 2PA  | Oakleaf House, Finepoint Way, Kidderminster, DY117FE | Willow Court Community Room, KIDDERMINSTER, DY11 5AU |  |
| Derwent House, Hurcott Road, Hurcott, Kidderminster, DY10 2PA  | Purcell House, Kidderminster Town, Kidderminster, DY10 2JA | Windermere House, Hurcott Road, Hurcott, Kidderminster, DY10 2PA |  |
| Drumart House, Austcliffe Road, Cookley, Kidderminster, DY10 3UP | 116 Queen Elizabeth Road,  (adj to 114, Comberton, Kidderminster, DY10 3BG | 56 Worcester Road, 56 Worcester Road,Hoobrook,, Kidderminster,, DY10 1LB, |  |

**Background**

The purpose of this commission is to outline and record a descriptive plan of the extent, condition and design of all water-based systems at all properties included those on the extensive address list.

Legionellosis management and control risk assessment surveys are to be carried out in order to allow site management to instigate any remedial or on-goings works, or the setting up of on-going monitoring and maintenance plans.

The appointed contractor will not be required to provide quotations for any remedial works identified as part of the risk assessment.

Community Housing has both low- and high-rise buildings. These consist of sheltered housing, general needs, community centres and office blocks within the remit for this contract. Details of the number of units are specified above.

**Other requirements and further expansion of this commission is as follows:**

* The consultant will visit each property identified in the address list to survey and subsequently provide a Legionellosis Management and Control Risk Assessment Report. These will be carried out on a bi-annual basis.
* The reports must comply with relevant legislation and guidance given in Health & Safety Commission Approved Code of Practice, and subsequent Guidance L8.

**The survey and report will outline and place on record the design and condition of all water systems within the building, as follows:**

* Details of any risk posed in the design and installation of the distribution and supply pipe work that may lead to bacterial contamination, particularly Legionella species should be highlighted, and recommendations made.
* Provide schematic diagrams detailing the building and its pipe work distribution systems, and photographs of relevant parts of the installation i.e. storage tanks, storage calorififers etc, also attention should be drawn to the water supply for location of vending machines.
* Any water samples taken and tested as part of initial risk assessments and any other requirement deemed necessary should be recorded and documented and certificates provided.
* Provision of site logs as necessary, to enable the recording of any checks or tests that need to be taken as a result of the risk assessment report including identifying and raising actions on a High, Medium and Low risk.
* Support and training for the nominated responsible person to enable compliance with the relevant ACOP.

**Reporting**

The successful contractor will need to provide all maintenance reports, sample results and significant findings with exceptions and record them electronically with a compatible system.

Reports should be made available within 24 hours of works being completed at site to allow Community Housing to react quickly to hazardous or costly situations.

Exception reports should show the “out of spec “results that require attention. These exceptions should be recorded as High, Medium or Low risk. These actions must be recorded to enable Community Housing to evidence completion and demonstrate compliance.

**Contract Period**

The recognised contract period starts at 1st April each year. Monthly purchase order numbers will be issued by Community Housing to cover contract work.

All additional tasks not included within contract scope should be quoted separately. A separate Purchase Order number will be issued for Legionella Risk Assessment.

**Contact Details Community Housing**

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| Natalie Baxter  | Head of Building Safety and Compliance  |  | natalie.baxter@communityhousing.co.uk  |
| Karen Conde  | Safety Compliance Manager (Fire, Asbestos, Water and Estates)  |  | Karen.Conde@communityhousing.co.uk  |
| Lauren Wheeler  | Safety Compliance Officer  |  | Lauren.wheeler@communityhousing.co.uk  |

**Service Level Agreement**

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| --- | --- |
| **Action** | **Target** |
| Booking of survey visits | At least 48 hours before visit |
| Request for quotations | Acknowledgement by successful contractor within 48 hrs.  |
| Carrying out surveys following issued orders  | The Risk Assessment should be completed on or before the due date which will be specified at the time of order |
| Closure of outstanding quotations | Successful Contractor must notify Community Housing of any quotations that have not been accepted during monthly review meetings.  |
| Actions identified from Legionella Risk Assessments | Actions to be raised with the timescales below:High Risk – 28 days from date of assessmentMedium Risk – 3 months from date of assessmentLow Risk – 6 months from date of assessment |
| Invoicing | Valuations to be submitted no later than 25th of each monthAll Invoices to be accurately submitted following approval of the valuation on a monthly basis  |
| Contract Review Meetings | Monthly via Microsoft Teams  |